

**MADERA COUNTY**  
**COMMUNICABLE DISEASE INVESTIGATOR**

**DEFINITION**

Under direction, to perform a variety of para-professional, clinic and community health activities; to perform field investigation work for the prevention and control of communicable diseases; to provide information and advocacy services; and to do related duties as required.

**SUPERVISION EXERCISED**

Exercises no supervision.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Investigates reported cases of communicable disease, including Sexually Transmitted Disease (STD), to determine location of known contacts and trace persons who may be sources of acute communicable diseases; records content of interviews; explains procedures and treatments; facilitates initiation of treatment; locates persons whose treatment is incomplete and endeavors to secure their further examination or treatment; counsels regarding disease processes and provides information and referral assistance as needed; uses community resources to obtain required information; conducts field investigations; plans and participates in educational activities and training programs for individuals and groups including schools; maintains appropriate records and files; completes a variety of required forms and reports; compiles statistics; provides pre and post HIV test counseling; may be assigned to assist in various clinics, to provide phlebotomy and to collect and transport laboratory samples.

**OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Pertinent laws, codes and regulations including those related to the communicable disease.  
Basic principles of epidemiology and/or communicable disease.  
Community health techniques and procedures.  
Basic human anatomy and physiology.  
First aid procedures.  
Basic laboratory techniques.  
Available community resources.  
Investigative techniques, including interviewing.  
Basic education techniques and data collection.

**Skill to:**

Operate a motor vehicle safely.

**Ability to:**

Interpret, apply, and explain the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Establish and maintain effective professional relationships.

Understand and follow instructions and procedures.

Obtain facts from clients in sensitive situations.

Recognize pertinent information.

Organize and maintain a caseload.

Communicate effectively in order to make presentations.

Communicate effectively in writing and prepare a variety of reports.

Conduct investigations and to enforce/obtain compliance with legal standards.

Analyze situations and information accurately and adopt an effective course of action.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Two (2) years of experience performing a variety of para-professional medical duties in a hospital, clinic or community health agency under the supervision of licensed medical personnel.

**Training:**

Equivalent to graduation from a two (2) year college with course work or training in some or all the following areas: Psychology or Communications; Physiology, including the concepts and treatments of communicable diseases; Anatomy; and, Biology.

**License or Certification:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs.; exposure to cold, heat, noise, outdoors, chemicals, and infectious disease; ability to travel to different sites and locations.

**Effective Date:** November, 1995